



Exhibitor Checklist

Add the Exhibitor Checklist reminders and due dates to your calendar so you never miss a step!

✓		DEADLINE
	ONGOING	
<input type="checkbox"/>	Update your company's booth profile information	Right Away
<input type="checkbox"/>	Review booth rules and regulations	Right Away
<input type="checkbox"/>	Review Exhibitor Central eNewsletter Archive	Right Away
<input type="checkbox"/>	Review Exhibitor Central's booth planning resources	Right Away
<input type="checkbox"/>	Check out all the promotional opportunities	Right Away
	MAY	
<input type="checkbox"/>	Submit your new products to Exhibitor Product Preview	5/5/2017
	JUNE	
<input type="checkbox"/>	Sponsorship logos due – <i>contact your IFAI Account Manager</i>	6/1/2017
<input type="checkbox"/>	IAA entry deadline	6/12/2017
<input type="checkbox"/>	Show Stopper - submissions deadline	6/16/2017
<input type="checkbox"/>	Show Preview deadline– <i>please fill out your booth profile to be included</i>	6/17/2017
<input type="checkbox"/>	Advanced registration rate deadline	6/30/2017
<input type="checkbox"/>	Fabric Sourcing Center submission form due	6/30/2017
	JULY	
<input type="checkbox"/>	Show Guide – <i>deadline for submitting exhibitor information</i>	7/12/2017
<input type="checkbox"/>	Fabric Sourcing Center – <i>samples must be received by IFAI</i>	7/28/2017
	AUGUST	
<input type="checkbox"/>	Sponsorship orders deadline – <i>contact your IFAI Account Manager</i>	8/2/2017
<input type="checkbox"/>	Advanced warehouse freight receiving start date	8/21/2017
	SEPTEMBER	
<input type="checkbox"/>	Advanced housing rate deadline	9/4/2017
<input type="checkbox"/>	Freeman discount price deadline	9/4/2017

<input type="checkbox"/>	Certificate of Insurance submission deadline	9/4/2017
<input type="checkbox"/>	Exhibitor Appointed Contractor Authorization Form deadline	9/4/2017
<input type="checkbox"/>	Show Guide addendum deadline (<i>limited information included</i>)	9/8/2017
<input type="checkbox"/>	Standard Registration rate deadline	9/8/2017
<input type="checkbox"/>	Registration Cancellation deadline – <i>please contact Jennifer AR Fisher</i>	9/12/2017
<input type="checkbox"/>	Floral discount deadline	9/12/2017
<input type="checkbox"/>	Lead Retrieval advanced rate deadline	9/15/2017
<input type="checkbox"/>	Advanced warehouse freight deadline	9/18/2017
<input type="checkbox"/>	Catering order form deadline	9/22/2017
<input type="checkbox"/>	Electrical Services order form deadline	9/22/2017
<input type="checkbox"/>	Plumbing Services order form deadline	9/22/2017
<input type="checkbox"/>	Internet & Network Connectivity order form deadline	9/22/2017
<input type="checkbox"/>	Telecommunications Services order form deadline	9/22/2017
<input type="checkbox"/>	Show site freight receiving start date	9/25/2017
<input type="checkbox"/>	Show site freight receiving stop date	9/29/2017
<input type="checkbox"/>	Shipment- driver check-in deadline	9/30/2017